

CONTRACTOR'S GUIDE & RECORD
FOR IMPLEMENTATION OF SIX AFFIRMATIVE ACTIONS

It is a Federal requirement that all procurement made with Federal funds utilize six (6) affirmative action steps to utilize small business enterprises (SBE's), minority business enterprises (MBE's), women's business enterprises (WBE's), and small businesses in rural areas (SBRA's) in the areas of construction, services, equipment, and supplies. For each of the following six steps, please state what actions were taken to comply with that step or reasons that no action was taken.

- 1. Placing qualified MBEs, SBEs, WBEs, and SBRA's on solicitation lists.**

- 2. Assuring that MBEs, SBEs, WBEs, and SBRA's, once identified, are solicited whenever they are potential sources.**

- 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MBEs, SBEs, WBEs, and SBRA's.**

- 4. Establishing delivery schedules, where the requirement permits, which encourage participation by MBEs, SBEs, WBEs, and SBRA's.**

- 5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce to identify qualified MBEs, SBEs, WBEs, and SBRA's.**

- 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed here. If no subcontracts are to be awarded, these steps must still be taken in procuring equipment and supplies.**